



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position:	Recreation Aide (Summer)
Requisition:	15-009
Department:	Parks and Recreation
Position #:	Multiple Positions
Opening Date:	March 6, 2015
Closing Date:	Until filled
FLSA Status:	Non-Exempt
Salary:	\$10.15 per hour

GENERAL DESCRIPTION:

Employees in this class are responsible for children in various settings during summer camp activities and special events. Work requires providing a safe, enriching environment for youth; meeting and greeting the general public and following departmental standardized policies and procedures. Required to perform a variety of light to moderate tasks necessary to properly maintain and operate public parks, playgrounds, different sports fields/courts and concession areas. All work is done according to the department rules and regulations. Work may occasionally be performed under adverse weather conditions.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Organizes and leads various age groups in general recreation activities such as enrichment activities, culinary arts, science projects, traditional recreational indoor and outdoor activities, special events as assigned by Recreation District Supervisor and Recreation Supervisor.

Organize and Implement the summer activities within the manual at the parks/recreation center.

Works closely with other Recreation Aides during pool activities, trips and special projects;

Responsible for the safety and participation of all children.

Requires interaction with fellow employees, program participants, supervisors, contractors, professionals and the general public.

Performs custodial work as needed. Helps with the cleanliness and maintenance of buildings, tables, utility installations, equipment, grounds, sport courts, restrooms, playgrounds, and other areas

Assists with the Youth Football Program.

Reports all accidents/incidents in a clear and concise manner

Renders basic first aid

Performs related work as required

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Knowledge of community recreational activities. Experience working with children. Some knowledge of the techniques and equipment of grounds and building maintenance work. Knowledge of programmatic design and implementation.

Ability to respond to parents and/or residents requests providing concise information regarding the various park facilities, field trips, recreational activities and schedules.

Ability to provide enrichment activities for children and work effectively with fellow employees to provide various programs and special projects.

Ability to give information regarding park facilities and regulations and to ensure the safety and welfare of children and/or residents.

Ability to follow verbal and written instructions pertaining to contractors who provide additional services

Ability to work nights and weekends.

Physical strength and agility sufficient to perform moderately heavy manual labor out-of-doors and occasionally under adverse weather conditions

Education & Experience Requirements: High School diploma required or GED equivalent. First Aid/CPR required (must be obtained before program begins 5/31/15). Minimum of one (1) year of related experience working with children preferably in a summer camp environment; or any acceptable combination of education and experience. Experience with recreational programs, camp counseling, athletics, and working with children preferred.

Fingerprints and VECBS background check required. Ten (10) months of experience in light grounds maintenance preferred; or any equivalent combination of relevant training and experience. Must have valid Florida driver's license.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud in other areas in the field. The employee is expected to use standard office equipment and common recreation equipment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**